Florida Department of Financial Services

Florida Accountability Contract Tracking System (FACTS)

Contract Batch Import File Layout/Format User Guide

June 2013

Department of Financial Services
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Table of Contents

Introduction: 3

Agency Assumptions: 3

References: 3

User Interface Batch: 4

Agency Batch Transmission: 6

Contract Batch Import File Format Tables 7

"Main" Contract Information Record 7

Contract "Change"/Amendment Information Record 12

Contract's "Budget" Information Record 13

Contract's "Vendor" Information Record 14

Contract's "Deliverable" Information Record 14

Contract's "CSFA" Information Record 16

Contract's "CFDA" Information Record 16

Error Log File Information 16

FACTS Code Validation Tables 17

Revision Control 17

Department of Financial Services
Florida Accountability Contract Tracking System (FACTS)
Contract Batch Import File Layout/Format
User Guide

Introduction:

An agency can consider using one of the two following options to upload data into the Florida Accountability Contract Tracking System (FACTS).

The first option, also referred to as the **User Interface Batch** process, is for agencies that are familiar with Microsoft Excel and have a large number of contract records to load. Agencies must have the ability to save the Microsoft Excel worksheet into a file format easily processed by the FACTS web application. Once the Agency user has verified and updated the file for required data, the Excel spreadsheet with contract data is saved in the format and with the prescribed file name that the FACTS web application can process. The user then logs into the FACTS website and can select the upload option to upload the data. This requires that the Agency user have a sFTP user name and password provided by FACTS.Info@MyFloridaCFO.com.

The second option, also referred to as the **Agency Batch Transmission** process**,** is used when the agency has a high volume of contract records (hundreds or more) and is looking for a technical FACTS web application loading solution. The agency will generate a "Batch" file in the format and with the prescribed file name that the FACTS web application can process at the Agency and transmit it through a sFTP to the FACTS web application. This requires the agency to request a sFTP account through FACTS.Info@MyFloridaCFO.com.

Agency Assumptions:

Agencies should adhere to the following assumptions.

1. The Agency has identified their Agency's Point of Contact (POC) and Technical Point of Contact (TPOC)
2. The Agency has obtained user ID and password to log into the FACTS web application for Direct Data Entry.
3. The Agency has a Microsoft Excel version that allows users to import and export text file instructions. Minimum requirement is Microsoft Operating System Windows XP – contact Agency technical staff if using earlier versions of Microsoft Operating System and software
4. The Agency has secure File Transfer Protocol (sFTP) software to retrieve and transmit data files (required for Agency Batch Transmission only). Contact agency technical staff technical staff if using earlier versions of Microsoft Operating System and software or if not familiar with sFTP software.
5. The Agency has requested a secure File Transfer Protocol (sFTP) account through FACTS.Info@MyFloridaCFO.com to retrieve and transmit data, if this option is selected for the agency.

References:

Agencies should utilize the following additional documents to support FACTS processes.

1. Department of Financial Services FACTS Code Validation Tables
2. Department of Financial Services FACTS User Manual

Department of Financial Services
Florida Accountability Contract Tracking System (FACTS)
Contract Batch Import File Layout/Format
User Guide

User Interface Batch:

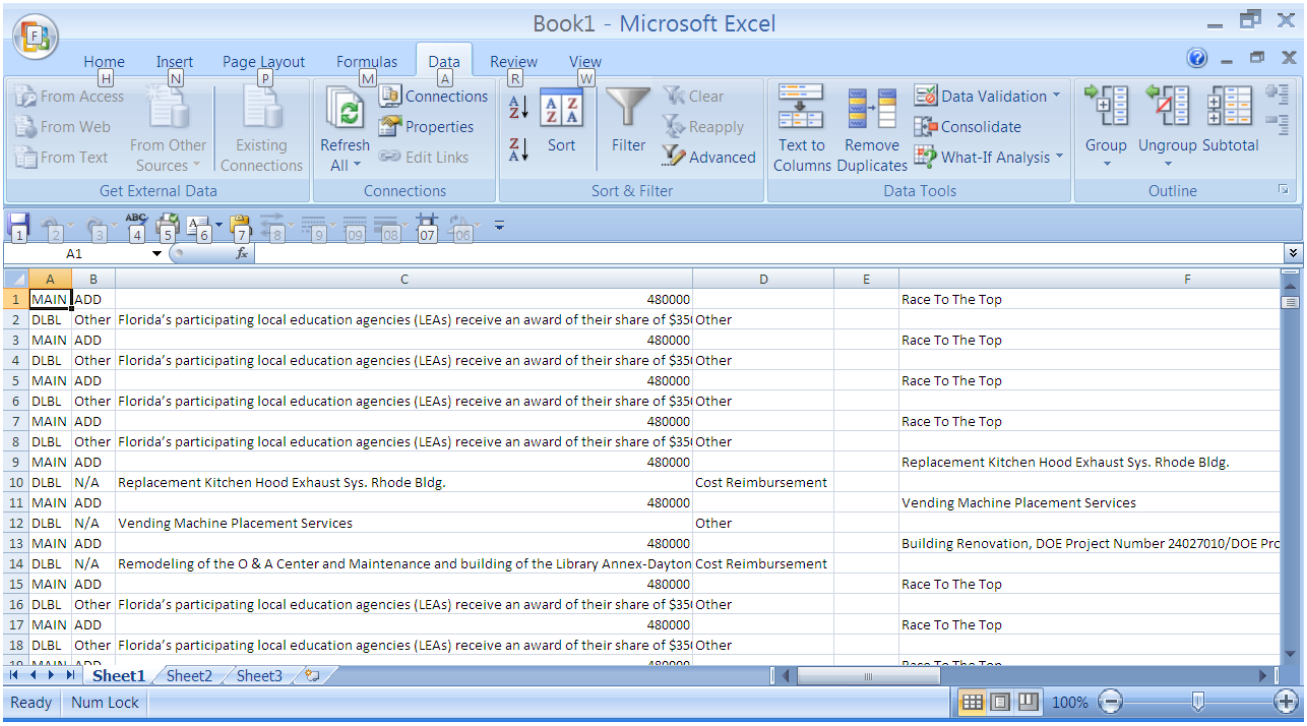
FACTS expects the batch data in one delimited flat file. The column delimiter is a "|" (one pipe) and the new line / row delimiter is a carriage return.

When using Microsoft Excel to create the batch file the data must be entered in the spreadsheet as follows for each contract:

Row 1 - MAIN = Contract
Row 2 - CTCH = Contract Change/Amendment, if applicable
Row3 - BUGT = Budget Info, if applicable
Row 4 - VNDR = Vendor Info, if applicable
Row 5 - DLBL = Deliverable Info, if applicable
Row 6 - CSFA = CSFA Info, if applicable
Row 7 - CFDA = CFDA Info, if applicable

Refer to the Contract Batch Import File Format tables below for field/column data requirements for each row.

Each time record type of "MAIN" is encountered FACTS records one contract and its associated children records / row (CTCH, BUGT, VNDR, DLBL, CSFA, and CFDA). There does not have to be all the different children records /rows for each "MAIN", however, all the fields/columns for each children record used must be in the spreadsheet even if it contains blanks.



	A	B	C	D	E	F
1	MAIN	ADD	480000			Race To The Top
2	DLBL	Other	Florida's participating local education agencies (LEAs) receive an award of their share of $35(	Other		
3	MAIN	ADD	480000			Race To The Top
4	DLBL	Other	Florida's participating local education agencies (LEAs) receive an award of their share of $35(	Other		
5	MAIN	ADD	480000			Race To The Top
6	DLBL	Other	Florida's participating local education agencies (LEAs) receive an award of their share of $35(	Other		
7	MAIN	ADD	480000			Race To The Top
8	DLBL	Other	Florida's participating local education agencies (LEAs) receive an award of their share of $35(	Other		
9	MAIN	ADD	480000			Replacement Kitchen Hood Exhaust Sys. Rhode Bldg.
10	DLBL	N/A	Replacement Kitchen Hood Exhaust Sys. Rhode Bldg.	Cost Reimbursement		
11	MAIN	ADD	480000			Vending Machine Placement Services
12	DLBL	N/A	Vending Machine Placement Services	Other		
13	MAIN	ADD	480000			Building Renovation, DOE Project Number 24027010/DOE Prc
14	DLBL	N/A	Remodeling of the O & A Center and Maintenance and building of the Library Annex-Dayton	Cost Reimbursement		
15	MAIN	ADD	480000			Race To The Top
16	DLBL	Other	Florida's participating local education agencies (LEAs) receive an award of their share of $35(	Other		
17	MAIN	ADD	480000			Race To The Top
18	DLBL	Other	Florida's participating local education agencies (LEAs) receive an award of their share of $35(	Other		

Department of Financial Services
Florida Accountability Contract Tracking System (FACTS)
Contract Batch Import File Layout/Format
User Guide

Some of the data entered in the spreadsheet are FACTS codes. Refer to FACTS Code Validation Tables.

Loading Steps:

A. Once the spreadsheet data is verified, save the file in the format and with the prescribed file name "Batch_OLO number_date code" (e.g. Batch_830000_2012_03_31) so the FACTS web application can process.

   In order to save the Excel file in the required format, some Windows settings may need to be changed:

   1. Access the Control Panel.
   2. Double click the "Regional and Language Options" icon.
   3. When the "Regional and Language Options" dialog box appears, click "Customize."
   4. When the "Customize Regional Options" dialog box changes, click the "Numbers" tab; enter the "Pipe" character in the "Line separator" field (Hold Shift key and press the "Back Slash" (\) key) and click "Apply."
   5. Note: After saving the data file in the prescribed text format you may want to change the "List separator" setting back to the comma ",".
   6. When the next dialog box appears click "OK."
   7. Back at the Excel sheet click "Save As; Other Formats."
   8. When the "Save As" dialog box appears, enter the prescribed file name (e.g. Batch_OLO Number_YYYY_MM_DD); then select CVS (Comma delimited) in the "Save as type:" field; click "Save."
   9. When the next dialog box appears, click "Yes."

The saved file will look like this when opened with Microsoft Notepad.

B. Access the FACTS web application dashboard, select the Upload Contract Information option to upload the agency contract data and follow the on screen instructions.
C. The Agency will receive a confirmation that the file was transmitted successfully or a notification of errors. If an error is encountered in saving the Agency Batch data load, investigate and resubmit the file prior to 5 PM.
D. All Batch data load files will be processed between the hours of 5:00 PM and 6:45 PM. The information will be validated and loaded into the FACTS website database. If an error is encountered it will be written in an output log file and placed on the error screen of the web application.
E. Essential information is passed through as second batch loading processes to FLAIR. If errors are encountered these errors will be captured in the same output log file described in the earlier paragraph.
F. Valid data loaded under the batch process will be in FLAIR within 24 hours from the time the web system process the batch file. Loading processes are scheduled to run on regular working days.
G. All errors encountered during the batch process will be posted by 5 AM the next business day and be accesed using the FACTS web application dashboard option View Upload History.

Agency Batch Transmission:

FACTS expects the batch data in one delimited flat file. The column delimiter is a "|" (one pipe) and the new line / row delimiter is a carriage return.

- This file contains the "Main" contract information record (One to One data relationship – data not repeated for a contract) and then all the children records (One to Many relationship – data may be repeated for a contract) just after the "Main" record.
- The contract "Change" record (if any) follows the "Main" record. The other children records can be in any order after the "Main" but must be grouped together. Each "Main" record indicates another contract.
- When updating/adding any of the Vendor, Budget, Deliverable, CSFA, CFDA children records, provide the entire appropriate children record set for the contract.

Loading Steps:

A. Configure the agencies local system to export data according to the format in the Contract Batch Import File Format Tables FACTS File Format for Agencies document. Remember to save the file with the proper format and naming convention, "Batch_OLO number_date code" (e.g. Batch_830000_2012_03_31).
B. Transmit the batch file with the Agency's sFTP client software, user name and password provided by FACTS.Info@MyFloridaCFO.com.
C. The sFTP client will provide a confirmation that the file was transmitted successfully or a notification that an error occurred. If an error was experienced in saving the Agency Batch data load, investigate and resubmit prior to 5 PM.

D. All Batch data load files will be processed between the hours of 5:00 PM and 6:45 PM. The information will be validated and loaded into the FACTS website database. If an error is encountered it will be written in an output log file and placed on the error screen of the web application.
E. Essential information is passed through as a second batch loading process to FLAIR. If errors are encountered the errors will be captured in the same output log file described in the earlier paragraph.
F. Valid data loaded under the batch process will be in FLAIR within 24 hours from the time the web system processes the batch file. Loading processes are scheduled to run on regular working days.
G. All errors encountered during the batch process will be posted by 5 AM the next business day.

Contract Batch Import File Format Tables

"Main" Contract Information Record

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"MAIN"	Yes	Always pass this value for Main Contract Information
Action	Text	4	"ADD" – When Adding a new contract "UPD" – When Updating an existing contract "NONE" - When Updating/Adding an existing contract's children.	Yes	
FLAIR Agency Identifier (OLO)	Text	6		Yes	
FLAIR Contract Identifier	Text	5		Yes	
Contract's Short Title	Text	10		Yes	
Contract's Long Title	Text	60		Yes	
Agency Assigned Contract Identifier	Text	50		Yes	

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract's Type	Text	2	Please see the validation tables for Contract Reporting System for code details.	Yes	
Contract's Status	Text	1	"A" – Active "C" – Closed "D" – Deleted "E" – Extended "R" – Renewed "T" – Terminated	Yes	
Original Contract Amount	Numeric	13.2		Yes	
Contract's Date of Execution	Date (YYYY-MM-DD)			Yes	
Contract's Beginning Date	Date (YYYY-MM-DD)			Yes	
Contract's Original Ending Date	Date (YYYY-MM-DD)			No	
Agency Service Area	Text	5		No	
Agency Contract Manager's Name	Text	31		Yes	
Agency Contract Manager's Phone Number	Text (85034132230)	10		Yes	
Agency Contract Manager's e-mail Address	Text	50		Yes	
Authorized Advance Payment	Text	1	"Y" – Yes "N" – No	Yes	
Contract's	Text	2	Please see the FACTS	Yes	

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Method of Procurement			Code Validation Tables for code details.		
State Term Contract Identifier	Text	50	Please see the FACTS Code Validation Tables for code details.	Conditionally Required	Required if Contract's Method of Procurement equals A, B or D.
Agency Reference Number	Text	50		No	
Contract's Exemption Explanation	Text	2000	Please see the FACTS Code Validation Tables for code details.	Conditionally Required	Required if the Contract's Method of Procurement field is populated with a Non-Competitive Procurement Exemption Code.
Contract's Statutory Authority	Text	60		Yes	Textual information that represents statutory authority for procuring or providing the commodity or service.
General Description of the Contract	Text	2000		Yes	
Contract Involves State or Federal Financial Aid	Text	1	"Y" – Yes "N" – No	Yes	
Recipient Type	Text	1	Please see the FACTS Code Validation Tables for code details.	Conditionally Required	Required if "Contract Involves State or Federal Financial Aid" = "Y" *This should be a valid FLAIR Recipient Type code*
Provide for Administrative	Text	1	"Y" – Yes "N" – No	Yes	

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Cost					
Administrative Cost Percentage	Text (00.00%)	6		Conditionally Required	Required if "Provide for Administrative Cost" = "Y"
Provide for Periodic Increase	Text	1	"Y" – Yes "N" – No	Yes	
Periodic Increase Percentage	Text (00.00%)	6		Conditionally Required	Required if "Provide for Periodic Increase" = "Y"
Business Case Study Done	Text	1	"Y" – Yes "N" – No	Yes	
Business Case Date	Date (YYYY-MM-DD)			Conditionally Required	Required if "Business Case Study Done" = "Y"
Legal Challenges to Procurement	Text	1	"Y" – Yes "N" – No	Yes	
Legal Challenge Description	Text	2000		Conditionally Required	Required if "Legal Challenges to Procurement" = "Y"
Was the Contracted Functions Previously Done by the State	Text	1	"Y" – Yes "N" – No	Yes	
Was the Contracted Functions Considered for Insourcing back to the State	Text	1	"Y" – Yes "N" – No	Yes	
Did the Vendor Make Capital Improvements on State Property	Text	1	"Y" – Yes "N" – No	Yes	

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Capital Improvements Description	Text	1000		Conditionally Required	Required if "Did the Vendor Make Capital Improvements on State Property" = "Y"
Value of Capital Improvements	Numeric	13.2		Conditionally Required	Required if "Did the Vendor Make Capital Improvements on State Property" = "Y"
Value of Unamortized Capital Improvements	Numeric	13.2		Conditionally Required	Required if "Did the Vendor Make Capital Improvements on State Property" = "Y"
Do not publish this contract on the FACTS website	Text	1	"Y" – Yes "N" – No	No	The system will default the value to "N" if not provided.

Contract "Change"/Amendment Information Record

Provide only the "Change" records that need to be added or updated. For example if a contract has three Changes/Amendments, and there is an update in the second previously submitted "Change" record then only the updated "Change" record needs to be provided.

For any updates, the "Agency Amendment Reference" must exist in FACTS for the contract. "Agency Amendment Reference" must be unique for a contract's FLAIR Contract ID.

Data Element Name/Detail	Type		Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"CTCH"	Yes	Always pass this value for Contract Change Information
Action	Text	3	"ADD" – Adding a new Contract Change "UPD" – Updating an existing Contract Change	Yes	
Contract Change Type	Text	1	"A" = Amendment "E" = Extension "R" = Renewal	Yes	
Amendment Amount	Numeric	13.2		Yes	
Agency Amendment Reference	Text	8		Yes	
Amendment Effective Date	Date (YYYY-MM-DD)			Yes	
Change Date Executed	Date (YYYY-MM-DD)			Yes	
New Ending Date	Date (YYYY-MM-DD)			Conditionally Required	Required if Contract Change Type equals "E" or "R".
Change Description	Text	60		Yes	

Contract's "Budget" Information Record

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"BUGT"	Yes	Always pass this value for Contract Budget Information
Agency Amendment Reference	Text	8		Conditionally Required	Required if the Contract's Budgetary Amount is for a Contract Change/Amendment. Leave it blank if the Budgetary Amount is for the Contract.
Contract's Budgetary Amount	Numeric	13.2		Yes	This can be zero for task order type contracts.
Contract's Budgetary Amount Type	Text	2	"RE" = Recurring "NR" = Non-Recurring	Yes	
Contract's Budgetary Amount Account Code	Text	29		Conditionally Required	Required if the Contract's Budgetary Amount is greater than zero. *This must be a valid FLAIR account code. This will be validated.*
Contract's Budgetary Amount Fiscal Year Effective Date	Date (YYYY-MM-DD)			Conditionally Required	Required if the Contract's Budgetary Amount is greater than zero.
OCA	Text	60		No	

Contract's "Vendor" Information Record

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"VNDR"	Yes	Always pass this value for Contract Vendor Information.
Contract's Vendor Id	Text	21		Yes	*This must be a valid FLAIR code on FLAIR's vendor or account description file. This will be validated.*

Contract's "Deliverable" Information Record

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"DLBL"	Yes	Always pass this value for Contract Deliverable Information
Contract's Commodity/Service Type	Text	6	Please see the FACTS Code Validation Tables for code details.	Conditionally Required	Data based on Commodity / Contractual Services codes that are active on FLAIR Title file. It is required except when the Non-Price Justification = "Contract Wide Consequences". The value in this case will be 999999. *This must be a valid FLAIR code. This will be validated.*

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract's Major Deliverable	Text	2000		Conditionally Required	Textual information that represents the description for the deliverables It is required except when the Non-Price Justification = "Contract Wide Consequences". The value in this case will be "Entire Contract"
Contract's Method of Payment	Text	2	Please see the FACTS Code Validation Tables for code details.	Conditionally Required	It is required except when the Non-Price Justification = "Contract Wide Consequences". The value in this case will be "BK".
Contract's Major Deliverable Price	Numeric	13.2		Yes	May be zero.
Non-Price Justification	Text	150	Please see the FACTS Code Validation Tables for code details.	Conditionally Required	Only required if the Contract's Major Deliverable Price is zero
Contract's Performance Metrics	Text	2000		Conditionally Required	Not Required if the Non-Price Justification = "Contract Wide Consequences"
Contract's Financial Consequences	Text	2000		Conditionally Required	Not Required if the Non-Price Justification = "Contract Wide Consequences"
Source Documentation Page Reference	Text	250		No	
Deliverable Number	Text	25		No	

Contract's "CSFA" Information Record

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"CSFA"	Yes	Always pass this value for Contract CSFA Information
Contract's CSFA Code	Text	6		Yes	*This must be a valid FLAIR CSFA code. This will be validated.*

Contract's "CFDA" Information Record

Data Element Name/Detail	Type	Size	Allowed values (in case of code values)	Required	Comments
Contract Record Type	Text	4	"CFDA"	Yes	Always pass this value for Contract CFDA Information
Contract's CFDA Code	Text	6		Yes	*This must be a valid FLAIR CFDA code. This will be validated.*

Error Log File Information

Import (Uploaded) files will be processed nightly. The results will be returned by an error log available either through the FTP or FACTS View Upload History dashboard functions.

Records that did not contain an error will not be placed into the file. Records that resulted in an error will be placed into the file in their entirety with the exception of Contract Manager Information which will be blanked out.

Error logs will use the following naming convention:

FilenameRecieved_YYYYMMDD_HHMMSS_Log.txt

The resulting error record will be formatted as:

Error: Error Description | Delimited record received

In cases where the "Main" record results in an error, children records for that "Main" record will not be processed and will be put into the error log file with the error description that their "Main" contract record had errors.

FACTS Code Validation Tables

Reference the FACTS Validation Tables for details.

Revision Control

Name	Action	Date
Vivek Natani	Initial Draft	10/26/2011
Vivek Natani	Revised (based on Bill DuBose feedback)	11/7/2011
Vivek Natani	Revised – implemented Changes for Agency Source Number and Method of Procurement	11/16/2011
Vivek Natani	Separated the Appendix in the separate SCRS Validation Tables Document.	11/21/2011
Vivek Natani	Combined two files in one file	12/01/2011
Vivek Natani	Revised (based on Bill DuBose feedback)	12/02/2011
Vivek Natani	Revised the Budget and Budget Change Information based on Bill's feedback	12/13/2011
Vivek Natani	Revised to incorporate the Change Requests after the last two policy group meetings	12/28/2011
Robert Foster	Updated general comment and error information	2/16/2012
Vivek Natani	Updated the conditional rules for Deliverable record	2/22/2012
Vivek Natani	Corrected the data element "Authorized Advance Payment" as required.	3/21/2012
Vivek Natani	Added "Do not publish this contract on the FACTS website" and Deliverable Number data elements	6/4/2013
Bill DuBose	Inserted cover page and edited for clarity	6/5/13

Bill DuBose	Addition of Instructions and Validation Code Tables	6/26/13